



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE RESERVE
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IN REPLY REFER TO:
COMNAVAIRFORESINST 3710.4H
N3
21 Jan 14

COMNAVAIRFORES INSTRUCTION 3710.4H

From: Commander, Naval Air Force Reserve

Subj: PILOT/NAVAL FLIGHT OFFICER SELECTION PROCEDURES AND
POLICIES

Ref: (a) CNATRAININST 3740.8L

1. Purpose. To standardize procedures and policies for selection of Pilots/Naval Flight Officer (NFOS) to fill billets in Navy Reserve Component (RC) Squadrons and Fleet Replacement Squadron (FRS) Squadron Augment Units (SAU). The routing of the summary of board proceeding to the appropriate chain of command, paragraph 4(c)(9) has been revised. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRFORESINST 3710.4G

3. Background. The requirements and demands placed on a Selected Reserve (SELRES) Pilot/NFO are extensive and unique. Therefore, special consideration is required in the selection process of available candidates. Formal board action is directed to ensure that SELRES officers are afforded the opportunity to compete equitably for these assignments.

4. Discussion

a. RC Squadron/FRS SAU Pilot/NFO Selection Board Composition. When a Pilot or NFO vacancy occurs in a RC squadron or a squadron has multiple Commanders in an Over Grade Waiver (OGW) status, the RC squadron Commanding Officer (CO) will request the respective wing commander convene a board to consider all candidates available for assignment. These boards shall be held semi-annually. Boards may be held quarterly if wing commanders determine sufficient candidates exist. The board will consist of the following voting members:

(1) Chairman: Wing Commander or designated representative. The designated representative shall be the Chief Staff Officer or above. For Helo/VP squadrons, the Maritime Support Wing (MSW) Officer In Charge (OIC) shall act as the Chairman.

(2) RC Squadron CO; or if not available, the Executive Officer (XO) or SAU Officer in Charge (OIC) may be designated as the CO's representative.

(3) One or more senior officers (O5/O6) from local reserve units.

(4) The community's respective Commander, Naval Air Force Reserve (CNAFR) Program Manager shall be physically present (only under extenuating circumstances may they participate via telecon).

b. Chief of Naval Air Training (CNATRA) Training Squadron SAU Pilot/NFO Selection Board Composition. Refer to reference (a) for procedures and composition.

c. Conduct of Board

(1) The Type Wing Commander/MSW OIC will act as the convening authority for the selection board.

(2) The Type Wing Commander/MSW OIC, or their designated representative, will serve as the chairman of the selection board.

(3) When more than one RC squadron in the same geographic region has vacancies, all such units should be represented at the board.

(4) All board members will be notified, in writing, of the selection board convening date.

(5) Candidates' information folders will be compiled and presented to the selection board by the senior Full Time Support (FTS) officer at the representative wing.

(6) Minutes of the Pilot/NFO selection board will be maintained by the designated recorder for the board.

(7) Initial assignment of a senior officer to a billet requiring a junior officer (captain to a commander billet and commander to lieutenant commander billet) is not authorized with the exception of critical designators and Navy Officer Billet Classification (NOBC) codes. Waivers may only be granted by CNAFR. Captain assignments in RC squadrons are not authorized except in flight surgeon billets. To ensure that recently selected Commanders have reasonable opportunity to compete for leadership billets, length of assignment/continuation of these

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officers in a RC squadron billet will be reviewed at each semiannual aircrew review board.

(8) Commanders who have been previously approved to fill junior officer billets within CNAFR commander ceilings, shall be transferred immediately when a qualified junior becomes available. The determination of "qualified" will be made by the board and based on the factors discussed in the subsequent paragraphs.

(9) Summary of board proceedings and selection results will be forwarded to Commander, Naval Air Force Reserve via CNAFR(N3) for endorsement. CNAFR N1 will provide final administrative action required for member affiliation.

d. Pilot/NFO Selection Criteria. Non-command screened O5s and O5 selectees shall not be considered for selection of billets. Selection should be based on the following considerations (listed by priority):

- (1) Flight Safety Record.
- (2) Fleet/Reserve experience.
- (3) Present rank and promotion record.
- (4) Special qualifications (e.g. Landing Signals Officer, Aviation Safety Officer, maintenance schools, combat experience, etc.)
- (5) Availability to participate.
- (6) Domicile (as it relates to travel to/from drill site).
- (7) Transition requirements.

e. Pilot/NFO Candidate Information. When considering candidates for vacancies, the senior FTS officer at the RC squadron, SAU, or Wing, as determined by Pilot Selection Board message, will collect and make the following items available to the selection board:

- (1) Flight logbook
- (2) Flight Training/Qualification Jacket
- (3) Summary of flight activity, service assignments, and pertinent qualifications

(4) Summary of civilian job activity


(5) Copies of the five most recent officer fitness reports. Such reports will be safeguarded at all times and will be either destroyed or returned to the candidates, as applicable, when these reports are no longer required by the board.

(6) A recent (within 60 days of the board convening date) Flight Medical Clearance (NAVMED 6410/2) documenting the member's medical record has been reviewed and the individual is physically qualified and aeronautically adaptable for the assignment.

(7) Officer Service Record (OSR) and Performance Service Record (PSR) or service equivalent Performance and Service Records.

5. RC Squadron/SAU Transfer. Pilots/NFOs previously selected by a selection board to fill a RC squadron/SAU billet who desire to transfer to a new unit (e.g., when necessitated by civilian job transfers), may be transferred between like RC squadrons/SAUs when vacant billets are available and with the concurrence of the gaining command's wing commander.

6. Action. Wing Commanders/MSW OIC will ensure the best and most junior qualified, pilots/NFOs are selected to fill SELRES flying billet vacancies using priority manning directives.


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By direction

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